

# **Inquiry Letter Requesting Academic Program Information**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[Name of the Institution]

[Institution Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to request detailed information regarding the academic programs offered by your esteemed institution. I am particularly interested in learning more about the [specific program or major, if applicable], including its curriculum, duration, and any available specializations.

Additionally, I would appreciate information on the following aspects:

- Admission requirements and procedures
- Application deadlines
- Tuition fees and available scholarships or financial aid
- Campus facilities and student support services
- Opportunities for internships or experiential learning

Please let me know if there are any informational brochures or other materials that you could send to help me better understand your academic offerings and the application process.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]